

**ACS Assistant (T)**

**ACS Assistant**

**Painter Foreman (T)**

**Painter Foreman**

**Computer Management Specialist (LAN) (T)**

**Computer Management Specialist (LAN)**

**Program Management Specialist**

**Disbursing Assistant (Bank Reconciliation) (T)**

**Disbursing Assistant (Bank Reconciliation)**

**USDO Assistant (T)**

**USDO Assistant**

**Accounting Technician/Budget Analyst (T)**

**Accounting Technician/Budget Analyst**

**Security Investigator (T)**

# **Security Investigator**

FSN#2009/84 (T)

## **ACS Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** ACS Assistant, FSN-7; FP-7 (Trainee)

**OPENING DATE:** August 7, 2009

**CLOSING DATE:** August 13, 2009

**WORK HOURS:** Full-time; 40 hrs/week

### **SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of ACS Assistant in the Consular Section located at 95 Wireless Road, Bangkok.

### **BASIC FUNCTION OF POSITION:**

Serve as a case worker, working both independently and with consular officers to provide assistance to American citizens facing a wide variety of difficulties including destitution, arrest and imprisonment, deaths, estate, medical and emotional problems, immigration, tax and custom problems, welfare/whereabouts inquiries, other legal matters, and other difficulties encountered with Thai authorities. Provide specific assistance on cases involving extraditions, deportations and other matters of mutual legal assistance. Occasionally during crisis, required to work odd hours.

### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least two years of progressively responsible work experience in customer service, administration, office support, or public contact with independent action and initiative or other closely related experience; (3) Must successfully pass the FSI course in special consular services; (4) Level IV (Fluent) speaking/reading/writing English and Thai; (5) General computer skills, including fast, accurate typing; (6) Must have knowledge or demonstrate ability to acquire knowledge of Thai criminal, civil, and administrative law and procedure, particularly immigration and tax regulations.

### **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: August 13, 2009**

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FSN#2009/84

**ACS Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** ACS Assistant, FSN-8; FP-6

**OPENING DATE:** August 7, 2009

**CLOSING DATE:** August 13, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of ACS Assistant in the Consular Section located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as a case worker, working both independently and with consular officers to provide assistance to American citizens facing a wide variety of difficulties including destitution, arrest and imprisonment, deaths, estate, medical and emotional problems, immigration, tax and custom problems, welfare/whereabouts inquiries, other legal matters, and other difficulties encountered with Thai authorities. Provide specific assistance on cases involving extraditions, deportations and other matters of mutual legal assistance. Occasionally during crisis, required to work odd hours.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least two years of progressively responsible work experience in customer service, administration, office support, or public contact with independent action and initiative or

other closely related experience; **(3)** Must successfully pass the FSI course in special consular services; **(4)** Level IV (Fluent) speaking/reading/writing English and Thai; **(5)** General computer skills, including fast, accurate typing; **(6)** Must have knowledge of Thai criminal, civil, and administrative law and procedure, particularly immigration and tax regulations.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: August 13, 2009**

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FSN#2009/92 (T)

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-5; FP-9, (Trainee)

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Work as the supervisor of Post's Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER'S LICENSE**

**DO NOT ATTACH PHOTO**

**CLOSING DATE FOR THE POSITION: AUGUST 20, 2009**

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FSN#2009/92

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-6; FP-8

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor of Post’s Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: AUGUST 20, 2009**

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FSN#2009/97 (T)

Computer Management Specialist (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Specialist (LAN), FSN-9; FP-5 (Step 1 thru 4) (Trainee)

OPENING DATE: July 31, 2009

**CLOSING DATE:** August 13, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the Senior Local Area Network (LAN) Computer Management Specialist supervising 6 staff and reporting directly to the de facto Deputy ISO Computer Management Specialist. The primary function is to ensure that all the configuration and security standards as outlined by the mission regulations are met at all the sites throughout Mission Thailand. This entails keeping fully functional systems, minimizing downtime and providing customers with the tools they need to accomplish their assigned tasks in a productive, efficient and effective manner. Is also responsible for the maintenance and upgrades of all system software, Microsoft, Departmental and Consular Affairs applications installed at post.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Computer Science, Engineering, Management Information Systems (MIS) or a closely related field; (2) Minimum three years of experience in a complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2003 Server, Windows XP, Exchange, Microsoft SQL server etc.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.



Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

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**CLOSING DATE FOR THE POSITION: AUGUST 13, 2009**

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FSN#2009/97

Computer Management Specialist (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Specialist (LAN), FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

## **BASIC FUNCTION OF POSITION**

Serve as the Senior Local Area Network (LAN) Computer Management Specialist supervising 6 staff and reporting directly to the de facto Deputy ISO Computer Management Specialist. The primary function is to ensure that all the configuration and security standards as outlined by the mission regulations are met at all the sites throughout Mission Thailand. This entails keeping fully functional systems, minimizing downtime and providing customers with the tools they need to accomplish their assigned tasks in a productive, efficient and effective manner. Is also responsible for the maintenance and upgrades of all system software, Microsoft, Departmental and Consular Affairs applications installed at post.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Computer Science, Engineering, Management Information Systems (MIS) or a closely related field; (2) Minimum four years of experience in a complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2003 Server, Windows XP, Exchange, Microsoft SQL server etc.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

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**CLOSING DATE FOR THE POSITION: AUGUST 13, 2009**

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FSN#2009/99

## **Program Management Specialist**

OPEN TO: All Interested Candidates

POSITION: Program Management Specialist, FSN-11; FP-4

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 44 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Specialist in the Office of Human Subject Protection Program, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Serve as a Director of Human Subjects Protection Program and assist in the on-site administration of the Human Subjects Protection Program. Duties also included advise to the AFRIMS Commander, the Walter Reed Army Institute of Research (WRAIR) Director and WRAIR Deputy Director for the Division of Human Subjects Protection (DHSP) in the field of Human Subjects Protection.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completed Master’s degree in Nursing, Health Science, Pharmacology or Education; (2) five years experience in human subject research-related field involving management of research protocols, Good Clinical Practice, Quality Assurance or Clinical Research Monitor; (3) Able to use basic software applications; (4) Level IV (Fluent) speaking/reading/writing in English and Thai.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SUBMIT APPLICATION TO:**

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## **PLEASE ATTACH A COPY OF TRANSCRIPT**

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**CLOSING DATE FOR THE POSITION: August 13, 2009**

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FSN#2009/100 (T)

## **Disbursing Assistant (Bank Reconciliation)**

OPEN TO: All Interested Candidates

POSITION: Disbursing Assistant (Bank Reconciliation), FSN-7; FP-7, Trainee

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The employee reconciles the assigned local currency bank accounts. Responsibilities include maintaining, reviewing, and reconciling each month local currency bank accounts held by the U.S. Disbursing Officer (USDO) in foreign counties. The incumbent will be expected to identify and resolve discrepancies via the reconciliation process. The incumbent will also be expected to establish and maintain contacts with foreign bank officials and utilize those contacts in helping to meet reconciliation goals. Additionally, the incumbent will be responsible for controlling blank check stock, including conducting quarterly inventories of the blank checks.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in accounting or business administration or related fields; (2) Two years experience in banking reconciliation, accounting, or disbursing; (3) Level 3 (Good working knowledge) speaking/reading/writing in Thai and English; (4) Must be proficient in IT, including skills in Excel, MS Word; (5) Must be able to use electronic calculators and computer terminals.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

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**CLOSING DATE FOR THE POSITION: AUGUST 13, 2009**

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FSN#2009/100

**Disbursing Assistant (Bank Reconciliation)**

OPEN TO: All Interested Candidates

POSITION: Disbursing Assistant (Bank Reconciliation), FSN-8; FP-6

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

## **BASIC FUNCTION OF POSITION:**

The employee reconciles the assigned local currency bank accounts. Responsibilities include maintaining, reviewing, and reconciling each month local currency bank accounts held by the U.S. Disbursing Officer (USDO) in foreign counties. The incumbent will be expected to identify and resolve discrepancies via the reconciliation process. The incumbent will also be expected to establish and maintain contacts with foreign bank officials and utilize those contacts in helping to meet reconciliation goals. Additionally, the incumbent will be responsible for controlling blank check stock, including conducting quarterly inventories of the blank checks.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in accounting or business administration or related fields; (2) Three years experience in banking reconciliation, accounting, or disbursing; (3) Level 3 (Good working knowledge) speaking/reading/writing in Thai and English; (4) Must be proficient in IT, including skills in Excel, MS Word; (5) Must be able to use electronic calculators and computer terminals.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: AUGUST 13, 2009**

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FSN#2009/102 (T)

**USDO Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** USDO Assistant, FSN-7; FP-7, Trainee

**OPENING DATE:** August 7, 2009

**CLOSING DATE:** August 20, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for effective payroll and vendor payments in either electronic or printed check formats. Must be able to assume all disbursing authorities and duties of the U.S. Disbursing Officer (USDO) when necessary and for this particular position will be responsible for reconciling on daily basis. Be responsible for reviewing daily the Regional Financial Management Systems Assurance Process report (RSAP) to identify any discrepancies in payments that are being processed. Must perform backup roles for their team members whenever a team member is absent from work.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Finance, Accounting or related fields; (2) A minimum of two years prior experience working in accounting or finance; (3) Level IV (Fluent) speaking/reading/writing in English; (4) Must understand the significant financial support with knowledge of time zone differences, foreign currencies, banking regulation, banking operation, electronic bank messaging systems, and internal disbursing function; (5) Must have a standard knowledge of bank messaging systems; (6) Must process good computer skills.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office

Attention: Recruitment

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Fax: 02-205-4928



DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION:** August 20, 2009

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FSN#2009/102

**USDO Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** USDO Assistant, FSN-8; FP-6

**OPENING DATE:** August 7, 2009

**CLOSING DATE:** August 20, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for effective payroll and vendor payments in either electronic or printed check formats. Must be able to assume all disbursing authorities and duties of the U.S. Disbursing Officer (USDO) when necessary and for this particular position will be responsible for reconciling on daily basis. Be responsible for reviewing daily the Regional Financial Management Systems Assurance Process report (RSAP) to identify any discrepancies in payments that are being processed. Must perform backup roles for their team members whenever a team member is absent from work.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Finance, Accounting or related fields; (2) A minimum of three years prior experience working in accounting or finance; (3) Level IV (Fluent) speaking/reading/writing in English; (4) Must understand the significant financial support with knowledge of time zone differences, foreign currencies, banking regulation, banking operation, electronic bank messaging systems, and internal disbursing function; (5) Must have a standard knowledge of bank messaging systems; (6) Must process good computer skills.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: August 20, 2009**

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FSN#2009/103 (T)

Accounting Technician/Budget Analyst

OPEN TO: All Interested Candidates

POSITION: Accounting Technician/Budget Analyst, FSN-6; FP-8 (Trainee)

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician/Budget Analyst in its Joint United States Military Advisory Group (Thailand) (JUSMAGTHAI), located Sathorn Road, Bangkok.

#### **BASIC FUNCTION OF POSITION:**

Is responsible for managing the Military Interdepartmental Purchase Request (MIPR) program for JUSMAGTHAI. Track, manage and report the expenditure of funds. Maintain the control records for all Department of Defense Agencies that send funding through JUSMAGTHAI. Prepare and examine travel and payroll vouchers, time and attendance reports, cash collection vouchers, and all supply requisition vouchers. Process all vouchers for submission.

#### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in accounting, finance, or related business field; (2) Three years experience in financial management field, specifically budget analysis and program accounting; (3) Level IV (Fluent) speaking/reading/writing English, and Level III (Good working knowledge) speaking/reading/writing Thai; (4) Must be able to apply judgment to the solution of financial problems; (5) Initiative and tact in dealing with numerous outside agencies and headquarter; (6) Ability to design and use spreadsheet and database files.

#### **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

#### **PLEASE ATTACH A COPY OF TRANSCRIPT**

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: August 20, 2009**

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FSN#2009/103

## Accounting Technician/Budget Analyst

OPEN TO: All interested candidates

POSITION: Accounting Technician/Budget Analyst, FSN-7; FP-7

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician/Budget Analyst in its Joint United States Military Advisory Group (Thailand) (JUSMAGTHAI), located Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Is responsible for managing the Military Interdepartmental Purchase Request (MIPR) program for JUSMAGTHAI. Track, manage and report the expenditure of funds. Maintain the control records for all Department of Defense Agencies that send funding through JUSMAGTHAI. Prepare and examine travel and payroll vouchers, time and attendance reports, cash collection vouchers, and all supply requisition vouchers. Process all vouchers for submission.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in accounting, finance, or related business field; (2) Three years experience in financial management field, specifically budget analysis and program accounting; (3) Level IV (Fluent) speaking/reading/writing English, and Level III (Good working knowledge) speaking/reading/writing Thai; (4) Must be able to apply judgment to the solution of financial problems; (5) Initiative and tact in dealing with numerous outside agencies and headquarter; (6) Ability to design and use spreadsheet and database files.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

## **PLEASE ATTACH A COPY OF TRANSCRIPT**

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**CLOSING DATE FOR THE POSITION: August 20, 2009**

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FSN#2009/104 (T)

## **Security Investigator**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator, FSN-7; FP-7 Trainee

**OPENING DATE:** August 7, 2009

**CLOSING DATE:** August 20, 2009

**WORK HOURS:** Full-time; 40 hrs/week

## **SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for completing personnel security investigations on member of the Mission Foreign Service National workforce. Responsible for conducting official investigations as directed by and the RSO office. Responsible for coordinate the supervisor of the Mission security force, local guards and police support, at the direction of the RSO. Responsible for effective liaison with host country security officials and organizations and the Embassy security office.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least two years' progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must possess knowledge of Thai Government agencies, civil and criminal law and regulations; (6) Must possess ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attn: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: August 20, 2009**

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FSN#2009/104

**Security Investigator**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator, FSN-8; FP-6

**OPENING DATE:** August 7, 2009

**CLOSING DATE:** August 20, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for completing personnel security investigations on member of the Mission Foreign Service National workforce. Responsible for conducting official investigations as directed by and the RSO office. Responsible for coordinate the supervisor of the Mission security force, local guards and police support, at the direction of the RSO. Responsible for effective liaison with host country security officials and organizations and the Embassy security office.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least three years' progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must possess knowledge of Thai Government agencies, civil and criminal law and regulations; (6) Must possess ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office

Attn: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION:** August 20, 2009

